



JOB DESCRIPTION

Title: **FIRE CHIEF**
Department: Fire
Class Code: 1450
FLSA Status: Exempt
Effective Date: July 1, 1984 (Rev. 07/2008)
Grade Number: 33

GENERAL PURPOSE

This position reports to the Mayor and manages all facets of the Fire Department for Murray City. The primary function of this position is to provide for the sole command over all officers, members and employees of the Fire Department as well as provide measures seen necessary to the prevention and extinguishing of fires, the protection of life and property, the preservation of order and observance of Federal and State laws, ordinances of the City and rules and regulations of the Fire Department. Responsible for emergency preparedness, hazard mitigation, response and recovery, planning and budgeting for emergency management.

EXAMPLE OF DUTIES

- *-- Guides and formulates policy and programs for the Supervisory Staff of Combat, Medical, Fire Prevention and in the planning and organizing of departmental activities with respect to the utilization of personnel and equipment in fire suppression, prevention and investigation, training, emergency medical operations, communications, buildings and grounds maintenance.
- *-- Prepares and submits department budget; oversees expenditures and insures compliance within the approved budget's limitation; reviews purchase requisitions and emergency appropriations as needed.
- *-- Coordinates mutual fire protection plans with surrounding municipalities; strategically plans for the long range future of the department in conjunction with statewide fire associations.
- *-- Remains current with all federal, state, and local legislation and court decisions. May consult and advise with the Civil Service Commission concerning rules and regulations. Confers with Mayor, Council, and other City Officials about additional Fire Department facilities, equipment, and personnel for their consideration in long range planning for the City.

- *-- Performs the functions of emergency management.
- *-- Analyzes daily activities, reviews personnel performance reports, reviews, approves or disapproves or initiates disciplinary actions; reviews inspections and investigation summaries; reviews training and periodic activity reports.
- *-- Administers the purchase and maintenance of all fire department apparatus and the upgrading of all equipment for effective fire suppression, rescue, medical and fire prevention programs.
- *-- Takes command at fire or other emergency scenes at own discretion as indicated by their seriousness.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree from an accredited university in the area of Fire Science Management, Business or Public Administration; and ten (10) years of progressively responsible experience in a municipal fire department, four (4) of which must be in a highly responsible administrative/supervisory command assignment, or any equivalent combination of education or experience.

Special Requirements

- Must possess a valid Utah Driver License.

Necessary Knowledge, Skills and Abilities

- Extensive knowledge of all aspects of safety regulations, fire control and prevention; extensive knowledge of training and staff development in firefighting programs and human resource management; considerable knowledge of principals and practices of municipal government administration, and the policies and procedures established by the Civil Service Commission.
- Knowledge of organizational structure, laws, ordinances, and policies and procedures of fire services administration; knowledge of the budgetary and accounting process of the city and the department.
- Ability to apply successfully, modern participative management, leadership and supervisory principles and practices.

- Ability to supervise, establish and maintain effective working relationship with supervisors, subordinates, other departments and staff, and the public.
- Ability to read and comprehend a variety of administrative and technical data and to verbally or in writing relate to it.
- Ability to analyze and resolve operational problems.
- Ability to organize, delegate and establish meaningful goals.
- Ability to present matters clearly and persuasively before public bodies, management and employees.

TOOLS & EQUIPMENT USED

- Personal computer; phone; fax and copy machine; vehicle; pager; personal protective gear.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; use hands t finger; handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fire Chief
Page 4

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.